

WORK ORDER LIMITATIONS AND RESTRICTIONS

1. **ANYTHING THAT PERMANENTLY MODIFIES REAL PROPERTY REQUIRES A WORK ORDER FOR APPROVAL.** The DA Form 4283 (work request) must be approved by the MSC commander, the 4ID Facilities Engineer, and the Directorate of Public Works (DPW) before any work can be done. Small work order requests that repair or maintain **existing** property can be accomplished as R&U or Service Order jobs, and do not require a DA Form 4283.

2. Dig Permits. **Any excavation below the surface to include grounding rods requires a dig permit.** Dig permits are requested on FHT 420-X10 accompanied by a detailed sketch that outlines exactly where the digging will occur. These will be attached to a DA Form 4283. The paperwork will then be processed through Facility Engineers for a work order number, then to DPW work order section. Approval generally takes 2-4 weeks.

3. Painting. Painting is limited to that which can be reached from the ground (anything more than eight feet in height must be done by DPW). Units must get a paint survey prior to receiving or purchasing paint. Request for paint surveys are done on a DA Form 4283 and processed through 4ID Facility Engineers.

4. Physical Security. The 4ID or III Corps Provost Marshall approves projects for these projects. Examples include: arms rooms and high security locks. These will follow the same flow as of regular work orders after Provost Marshall approval. Regular re-keying of buildings or building maintenance to maintain physical security do not require Provost Marshall approval and may be submitted as a regular work order

5. The following work orders are typically disapproved by DPW:

- a. Fencing within a fenced area, or subdividing within a motor pool
- b. NBC / supply rooms in motor pools, however; DPW will construct tool rooms.
- c. Alterations of existing facilities: DPW will not alter office space in a building designed for administrative purposes. Portable partitions are available through DOL or the supply system to subdivide large open areas.
- d. Painting lines in parking lots or motor pools.
- e. Carpeting offices occupied by personnel below the grade of 0-6.
- f. Signs: DPW will only make signs for units that are outlined in FH Reg 420-27. Other signs can be ordered through TASC.
- g. Solid walls to partition supply rooms, storage areas, or conference rooms.